

***Small Cities Community Development Block Grant
Program***

Innovative Development Fund

Application Instructions

2003

***State of New Jersey
James E. McGreevey, Governor***

***Department of Community Affairs
Susan Bass Levin, Commissioner***

Revised 3/03

**Small Cities
Community Development Block Grant
Program**

***Administered by the
New Jersey Department of Community Affairs
Division of Housing and Community Resources***

Keith A. Jones, Director

***For Information Concerning
The Small Cities CDBG Program
Please Contact:
Department of Community Affairs
Division of Housing and Community Resources
101 South Broad Street
PO Box 806 (5th Floor)
Trenton, New Jersey 08625-0806***

***Attention: Small Cities Administrator
(609) 633-6278***

Or

***Go to:
www.state.nj.us/dca/dhcr/smallcities.htm***

**New Jersey Small Cities
Community Development Block Grant Program**

**Application Instructions
Innovative Development Fund**

This Application Guide for the Innovative Development Fund is made up of two documents: Instructions and Forms.

Instructions: Divided into two sections:

submission requirements; and

instructions for completing the application.

Application Forms:

This contains a Table of Contents and the forms you will need to request funding.

**This Application, Supplemented By Your Maps And Narratives,
Is The Only Document That You Will Return To Us**

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**Read The Following Instructions Before You Begin
To Fill Out An Application**

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If You Have Questions, Please Call
(609) 633-6278

Instructions

Innovative Development Fund

Submission Requirements

Supply the Department of Community Affairs with an original and two copies of your complete application.

Mail or deliver your original and two copies to:

ATTENTION: SMALL CITIES UNIT, 5TH FLOOR
NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF HOUSING AND COMMUNITY RESOURCES
101 SOUTH BROAD STREET
PO BOX 806
TRENTON NJ 08625-0806

Submit the original of your application in a loose-leaf binder. The two copies may be bound in a loose-leaf or other type of binder.

INNOVATIVE DEVELOPMENT FUND must be shown on the front cover.

Type your application on 8 ½ by 11-inch paper.

A Table of Contents and certain necessary forms have been provided for your use. Use the Table of Contents and present your forms and program description in the exact order shown. Where appropriate, insert your own pages and title them with the headings from the Table of Contents.

Use all the forms that have been provided. Use the Table of Contents as a checklist to be sure you have submitted or accounted for all the information requested.

On the following pages, there are 13 Instructions that tell you how to fill out the Application. There is one instruction for each item in the Table of Contents. Please respond to every item, writing "N/A." if an item is not applicable to your proposal.

Forms are included in the Application for some, but not all, items. In each instruction, we have indicated whether there is a form for the item by stating, "Use Form ____" or "No form".

1. Table Of Contents

(Use Form ID-1)

Place this sheet immediately following the Title Page of your Application. Type in the page numbers after your application is complete. Keep your application in the order shown.

2. Project Summary

(Use Form ID-2)

Fill in the information requested on the Project Summary. Describe and quantify each activity you list -- e.g., reconstruct 600 linear feet of Main Street, loan funds to XYZ, Inc., to finance 3500 SF of plant expansion and equipment acquisition

The certifying statement must be signed by the applicant's chief elected official.

3. Project Description

(No Form)

Provide a brief summary of your project and each of its component activities. If the funds requested are to be loaned to another entity, please indicate the loan amount and proposed terms and indicate why Small Cities funds are needed -- e.g., conventional sources are inadequate, rate of return would otherwise be insufficient.

4. Statement Of Community Development And Housing Needs *(No Form)*

To be considered for funding the applicant must relate the proposed project to the area's community development and housing needs statement. This document must include at least the following

- Inventory of non-residential development (e.g., commercial, major employers, business recruitment strategies)
- Parks and recreation facilities and open space areas
- Infrastructure (e.g., water supply, wastewater, transportation network)
- Public buildings (e.g., senior/community centers, schools, libraries)
- Housing needs (e.g., rental housing supply, existing owner-occupied housing stock)
- Impediments to new affordable housing development
- The date of the most recent master plan adoption or re-evaluation
- The relationship of local/county plans to higher level plans (e.g., Pinelands Plan, State Development and Redevelopment Plan, county cross-accepted plans, endorsed plans, center designation)

If there is no need for action to improve conditions in any one category, the reason for that conclusion must be indicated. Where needs are identified, each must be described, information sources and the affect on people of low or moderate income indicated, and actions taken or proposed to address the need presented. The grantee must also indicate the date of the most recent housing element or comparable study and the applicant's current COAH status.

5. Project Location Maps *(No Form)*

Submit one or more maps that show clearly:

- a. the location of the project area(s) within the municipality (or county if applicable).
- b. the location of the specific structures and facilities to be funded

If your maps are too large to fit into this section of your application, append them to the application and indicate that you have done so.

6. Project Schedule *(No Form)*

Prepare a project schedule that shows the proposed starting date, duration, and completion date of each activity. Show the anticipated progress of the component parts of each activity. The schedule should refer to weeks and/or months following contract execution rather than to actual dates. Please note any activities that are subject to time constraints, such as construction that must be done in warm weather or the expiration of a purchase option.

7. Other Funds *(Use Form ID-7)*

List the activities in this project that will be funded in whole or in part from sources, either public or private, other than the Small Cities CDBG Program. Include only other funds that are specifically committed.

Document the commitment of other funds with a written statement from each non-Small Cities source, indicating the amount, terms, conditions and duration of the commitment relating to this project.

8. Financials And Projections *(No Form)*

If your project involves a loan documentation of the borrower's existing and projected financial condition must be provided. Such documentation should include the following:

Tax returns and personal and business financial statements covering the three years preceding the application and projections showing the financial feasibility of the project and the borrower's ability to assume debt.

If real property is involved, a survey and appraisal, a copy of the current tax bill, proof of insurance, mortgage information, a copy of the deed, site plan, and a title search.

If incorporated, a copy of the Resolution of Incorporation, names and addresses of officers, and the number of shares each owns.

If it is claimed that businesses benefiting from infrastructure or other improvements to be made with the funds requested will expand existing facilities, such plans must be described. Include estimated cost, implementation schedule, sources of funds (including financing sought and/or committed), and status of governmental approvals.

9. Grant Management Plan *(No Form)*

Describe how you plan to manage your Small Cities grant. Use the headings below to discuss the following categories.

Project Management

Identify the person(s) who will be directly responsible for implementing and administering the project. State the job qualifications and duties. If the person is already employed by the applicant, provide the name, title and experience. If the person is to be hired, indicate when that will occur.

Fiscal Management

Identify the name, title, credentials, and experience of the person who will be responsible for the fiscal administration of the grant.

Staff

Indicate the persons who will staff the program (existing personnel, consultants) and what their title and duties will be. Identify any professional services you plan to contract for, such as planners, engineers and attorneys. Indicate why they are needed and how their services will be used.

10. Budget

(Use Form ID-10)

Using the following guidelines, prepare a budget for your Small Cities project that includes **ONLY** Small Cities funds. If your project is funded , this information will be used to prepare a grant agreement.

BUDGET GUIDELINES:

PART I: PROGRAM ADMINISTRATION

Personnel: List personnel currently employed by the grantee who will be administering the program. Include salaries and wages and fringe benefits, as applicable.

Consultant and Contract Services:

Include consultants, legal services, and other contract services. Do not include janitorial or other non-professional services.

PART II: PROGRAM ACTIVITIES

List personnel by title and consultants by name, if known, who will be working directly on specific program activities and each program activity and the amount budgeted.

11. Resolution Of Governing Body

(Use Form ID-11)

A resolution of the Governing Body must be duly executed. The original application must have an original signature and raised seal. Please use Form ID-11 for this purpose.

12. Audit Report

(No Form)

A copy of the applicant's "Findings and Recommendations" section of the latest audit report must be included with the application. If there are any findings concerning the Small Cities Program or other Division of Housing and Community Resources programs, include a statement, signed by the Chief Elected Official, outlining actions that are being taken to correct them.

13. Public Hearings

(No Form)

All applicants must hold at least one public hearing prior to the submission of any application. The purpose of this hearing is to discuss the applicant's community development needs and to solicit public comment regarding the proposed activity. If an award is made, a second public hearing will be required prior to project completion to review program performance.

The hearing must be held at a time and in a location convenient for actual or potential beneficiaries and with accommodations for the handicapped. If the area includes a significant number of non-English speaking residents, the advertisement and conduct of the hearing must facilitate their participation.

Hearing advertisements must appear as **Display (non-legal) advertisements** within a paper of general circulation serving the applicant's jurisdiction at least 7 days prior to the hearing. The Public Hearing Announcement must inform citizens that comments regarding the application may be submitted to the New Jersey Department of Community Affairs PO Box 806, Trenton, NJ 08625-0806, during the ten days following the hearing.

A model hearing notice is included in the Application Forms package. Copies of the published notice, proof of publication, and hearing minutes must be included in your application.